



Volunteering

with the Victorian Goldfields Railway

Use your existing experience or learn new skills

The Victorian Goldfields Railway operates steam and historic trains between Maldon and Castlemaine every Sunday and Wednesday and most Saturdays.

- * **Maybe you have a little time on your hands.**
- * **Perhaps you would like to put something back into the community?**
- * **Are you actively looking for paid work? Time spent on the VGR can be used to enhance your CV and improve your chances of finding paid employment.**

Why not volunteer with the VGR?

Meet new friends, enjoy yourself and learn new skills whilst helping operate the iconic Victorian Goldfields Railway.

We rely entirely on our volunteers with only some supervisory positions filled by paid staff. We're looking for volunteers for the many different roles required to run the railway. There is more to running a railway than driving the engine!! Listed below are some of the skill sets we urgently need. There are just so many rewarding activities available. Talk to us. If you are not sure how you can help come along to one of our introductory induction days and get to know us!

We are a great team of friendly people from all walks of life. Many jobs involve working with others on site but we do have a number of admin roles that can be managed from home via online platforms. We have active volunteers of all ages from 18 upwards and we ensure that all newcomers are made welcome.

Conductor

Do you like meeting with and interacting with people? Conductors travel on all our trains and are the railway's ambassadors. Much more than simply checking tickets, conductors are the face of the railway to our passengers. Conductors may also assist in helping our on train sales staff in the bar and kiosk as well as other general station duties including assisting passengers.

Sunday and Wednesday On train; start at Maldon Station

Station Booking Officer

A vital customer service role on the railway. Selling and issuing tickets and other products to passengers at our stations and providing information to them about the train journey. Basic computer skills to access our online reservation system is essential.

Wednesday and Sunday. Castlemaine or Maldon Stations

Kiosk and Shops

Looking after our two souvenir shops selling snacks, hot drinks and souvenirs as well as managing stocks and restocking. This can also involve manning our souvenir/snack outlet on the train during the journey.

Sunday and Wednesday. Maldon and Castlemaine Stations

1st Class Steward

We are looking for volunteers to enhance the customer experience of our 1st Class lounge and club cars by providing food and beverages (inc alcohol) during the train trip. Also restocking of supplies. Basic knowledge of food handling and serving of drinks is advantageous. We provide an RSA qualification.

Wednesday and Sunday On train; start at Maldon Station

Administration

Looking for volunteers with experience in general office administration and knowledge of basic software to help in administration duties such as responding to customer queries, taking bookings for our online system and helping prepare reports. Computer skills are a must.

Monday –Friday. Castlemaine station or online at home.

Safety Management

Do you have skills in quality management, safety management and internal auditing? Our Safety Management System is predominately online. It's comprehensive, vital to our continued operation and we need volunteers to help us maintain and audit that regularly.

Any day. May be managed at home and/or at either station

Track Maintenance

Looking for energetic people to join our team responsible for the upkeep of the railway tracks, bridges and other assets. No experience necessary just a willingness to work with a team. It's outdoor work and although highly mechanised does require a level of physical fitness.

Monday –Friday but mainly Thursday and Friday. Based at Maldon station.

Carriage maintenance

Our carriages are always in need of TLC as well as continuing with our major restoration projects. No matter what your skill level is we always have jobs in our carriage department: woodworking, painting and general handyman work. Our friendly carriage team welcome all ages.

Wednesdays and other days as arranged Maldon station.

Garden and Building Maintenance

All those little jobs that seem to appear, general building maintenance, painting, minor carpentry, electrical maintenance.

Wednesdays and other days as arranged. Maldon and Castlemaine stations.

Civil Engineering Projects

We are entering a new era of growth and have a number of major and minor engineering and building projects that need people with design, project management and/or supervisory skills.

Monday to Friday. Based at Maldon station and at home

Locomotive Maintenance

Our Maldon workshops look after our locomotives and major structural work on the carriages. If you want to really understand how steam engines work or have an interest in engineering, machine work, fitting and other workshop skills then our Maldon workshop is the place for you. No prior skills needed although it really does help. This is a great introduction to the mysteries of steam locos.

Monday to Saturday Based at Maldon station/workshop and Steamrail Depot at Newport (Melbourne)

Youth Group

Are you between 18 and 30 and not sure how to help? Join our youth group who partake in varied projects in all areas right across the railway. A great introduction and ideal if you want to help but not quite sure where you can contribute.

Saturday and Sunday. On train or at Maldon station/workshop

Social Media, Promotions, Marketing, Advertising

If you have skills in these areas we'd love to talk with you about joining the team.

Any Day. May be managed at home and/or at either station

Train Crews, Signalmen and Guards

This is a highly regulated and specialised area requiring a great deal of specific training. We really do welcome and train new volunteers but be aware a high level of commitment to the training process is required. *Contact us for more information.*

- **In house training is provided for all positions.**
 - **For first class stewards we provide recognised RSA training.**
 - **For some areas we provide recognised first aid training,**
 - **Working with Children's Check is required for all volunteers on the railway.**
 - **Perhaps you have another skill not listed here that you could bring to the railway.**
- Please talk to us as it's likely we have a job for you where you can use those skills. Would you would like to learn new skills? We may be able to help you there also.**

To find out more please send an email to
volunteers@vgr.com.au or
phone **03 5470 6658**

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Castlemaine - Muckleford - Maldon

Discover the gem in the Goldfields